

BOARD OF COMMISSIONERS REGULAR MEETING

Burns Manor Community Room

95 Park Street

Pawtucket, RI 02860

Wednesday October 22, 2014 at 5:30 P.M.

1. Meeting called to Order

2. Roll Call

3. Resident and Public Concerns

4. Extract of Minutes of previous year October 16, 2013 Meeting

5. Approval of Minutes from September 17, 2014 Meeting

6. Correspondence

6A. U.S. Department of Housing and Urban Development – Approval of four out of eight non-dwelling units – dated October 3, 2014

6B. U.S. Department of Housing and Urban Development – Total Renewal FSS Program Coordinator Position(s): 2 – Total Amount: \$136,849 – dated September 29, 2014

6C. Pawtucket Housing Authority response to letter from U.S. Department of Housing and Urban Development – FY2014 Choice Neighborhoods Planning Grant Application – dated September 26, 2014

6D. Pawtucket Housing Authority response to letter from U.S. Department of Housing and Urban Development – Federal Labor Standards Compliance Review – dated October 14, 2014

6E. U.S. Department of Housing and Urban Development – Federal

Labor Standards Compliance Review – dated September 26, 2014

**6F. U.S. Department of Housing and Urban Development – FY2014
Choice Neighborhoods Planning Grant Application – dated
September 25, 2014**

**6G. U.S. Department of Housing and Urban Development –
Semi-Annual Enforcement Reports are due October 15, 2014 – dated
September 19, 2014**

7. Report of the Executive Director

- **Personnel Contract Log**

8. Consent Agenda - Department Reports

- **Housing Management**

- o **PHAS Report**

- **Legal Status Report**

- **Operations**

- **Finance**

- a. **Service Contract Log**

- **Security**

- **Resident Services**

- **Section 8**

9. New Business

9.1 Resolutions

None

9.2 Approvals

- **Contract Extension Agreement between the Pawtucket Housing Authority and Housing Authority Services**

9.3 Receive and place on file Rector & Reeder, PC, Financial Statements Year Ended

March 31, 2014, of the Housing Authority of the City of Pawtucket

10. Old Business

11. Executive Session

A. Approval of Executive Minutes from September 17, 2014 Meeting

B. Union Negotiations – Update Union Negotiations and Possible Ratification of two (2) year contract 4/1/14 – 3/31/16 with Laborers' Contract

C. Update on Teamsters Negotiations

D. Personnel Matters

12. Other Business

13. Adjournment

THERE WILL BE INTERPRETATION SERVICES AVAILABLE AT THE MEETING

The meeting was called to order by Chairperson Kevin Rabbitt at 5:30 P.M. with a motion by Commissioner Carrera and was seconded by Commissioner Goulet.

Upon roll call those present and those absent were as follows:

Present

Kevin Rabbitt, Chairperson

Reinaldo Nieves, Jr., Vice Chairperson Absent

Stella Carrera, Commissioner

Harvey Goulet, Commissioner

George Kelley, III, Commissioner

Robert Ricci, Commissioner

Beth Roberge, Commissioner

Stephen Vadnais, Executive Director

Maureen McNulty, Executive Secretary

Jim Goff, Deputy Executive Director

James Ruthowski, Director of Security

Robert Corsini, Director of Operations

Joseph Loconto, Finance Director

John Montalbano, Attorney

Jeff Kastle, Attorney

Resident and Public Concerns

Chairperson Rabbitt addressed the residents by asking how their housing is at Burns Manor.

Our first resident to speak Ms. Maroney was concerned about others smoking in the apartments. She and other tenants do smoke outside all day and she thought nothing was being done about the residents who are smoking inside. Director Vadnais addressed the residents at

Burns. He said he has gone to each development and talked to the residents on smoking cessation. We are starting to enforce the no-smoking policy. If we go to court on this issue, we have to prove we are doing action to support the policy. We notified maintenance that in the event they go into an apartment and find smoke, they must report it. We are dealing with residents as we find them. We can't trample resident's rights to privacy. Other residents asked how far they need to be from the building in order to smoke. Director Vadnais said they should go 25 feet from the building and that some areas are closer. Our concern is to get people to stop smoking in the apartments. Mrs. Mossor was concerned with the apartment doors; hanging decorations on them and having them disappear from the doors. She also told Robbi Woolley the development manager that she smells cigar smoke in the building. Director Vadnais spoke about having meetings on smoking cessation but you cannot make them mandatory. He continued that he will talk with Jim Ruthowski, Security Director about cameras in the hallways. In a month Mr. Goff will go around to our properties meeting on capital funding which is the same fund that we get the money for new stoves. You could use that money for security cameras. We need to do upgrades, i.e., lease equipment as a different way for us to prepare our budgets. Also, we will apply for grants from Elderly Affairs for Burns Manor and more opportunities with grants for small amounts of money. The smell of the trash barrels was brought up and Director Vadnais said we need to remind residents how to dispose of their trash properly. Ms. Mossor noted that it is cold in Burns and she has requested the heat

to be on 72 degrees. She wants the maintenance staff to remember to keep it at that temperature as the hallways are cold. Director Vadnais said we need to look at programmable heat for energy efficiency.

Approval of Minutes

Chairperson Rabbitt asked if anyone had any questions or objections to the minutes of September 17, 2014 meeting. There were no other questions or objections.

A motion was made to approve the minutes of the September 17, 2014 meeting by Commissioner Carrera and was seconded by Commissioner Goulet.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Correspondence

Chairperson Rabbitt asked if anyone had any questions or objections

to the Correspondence for September 2014. Director Vadnais explained correspondence 6A HUD approval of eight Non-Dwelling Units. This correspondence discussed four (4) out of the eight (8) units and the dates of activity for the units. The Director next addressed correspondence 6B the grant from HUD to Renew FSS Program Coordinator Positions (2) total amount \$136,849. Correspondence 6C from HUD noted a technical deficiency in the FY2014 Choice Neighborhood Planning Grant Application. He will take corrective action and send a letter back to HUD. There being no further questions the Correspondence Report was received and placed on file.

Executive Director's Report

Chairperson Rabbitt asked if anyone had any objections or questions to the Executive Director's Report for September 2014. Director Vadnais met with the residents of the four developments to attend smoking cessation and pre-Board meetings at Burns twice, Fogarty and Kennedy Manor. His intention is to visit Fogarty and Kennedy Manors again and schedule the family developments. He will discuss the Laborers contract temporary agreement in Executive Session. Planning meetings continue on Choice Neighborhood Development with an extensive resident survey in November. It will be very comprehensive and include a health impact assessment. We will continue to survey all other developments on health needs for a more comprehensive approach to case management as we are possibly looking at turning around the paying for services of mental health

care through billable insurance. Weekly RAD calls continue with the Director and Joe Loconto, Finance Director searching out possible technical assistance. The Director attended three (3) workshops on RAD at the recent NAHRO Conference in Baltimore, MD. Next under “Electrician” in the report HUD it stated that regulations require employees to be separated from the Housing Authority for one (1) year prior to billing the PHA for contractual work. He will be confirming that with the Boston HUD office. The PHA donated the plumber’s old van to the Pawtucket Soup Kitchen. They were very grateful for the donation. Chairperson Rabbitt addressed case management services health care and asked if there was a need for employee training because of the Ebola outbreak which remains a complex health issue. He is sending four of his staff to training on Friday at BVCAP. In addition there are all-staff meetings on the caution of Ebola and to dispel the myths from the clients from West Africa as there is a natural apprehension. The training addresses how to work with clients. There being no questions The Director’s report was received and placed on file.

Executive Session:

Chairperson Rabbitt requested permission to go into Executive Session pursuant to RI General Laws 42-46.5, Section 2, subsection 1 & 2. A motion was made by Commissioner Kelley and seconded by Commissioner Ricci with an affirmative vote by roll call:

Upon roll call the “Ayes” and “Nays” were as follows:

AYES NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Time in Executive Session 6:30 P.M.

**Motion to come out of closed meeting and seal the minutes,
accordance with RI**

**Law Sec. 42-46-4. A motion was made by Commissioner Carrera and
seconded by Commissioner Ricci with an affirmative vote by roll call:**

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Time out of Executive Session 6:47 P.M.

Consent Agenda Department Reports

- **Housing Management**

Chairperson Kevin Rabbitt asked if there were any questions or objections to the Housing

Management Reports for September 2014. A question on annual inspections was asked by Commissioner Goulet. Mr. Goff noted that we have to inspect 1076 units with a planned schedule at each unit. They are all inspected as required by HUD standards. We had 89 apartments schedule for inspection and all were inspected. Director Vadnais said we will work out a work order report based on inspections. These are public housing inspections completed by managers. It is not a pass fail situation. There were no further questions or objections to the Housing Management report at this time.

- o **MASS Report**

Chairperson Rabbitt asked if there were any questions or objections regarding the August September 2014 MASS Report. There were no further questions or objections to the Housing Management report at this time.

- **Legal Status Report**

Chairperson Rabbitt asked if there were any questions or objections

regarding the Legal Status Reports from Attorney's Montalbano and Cloutier's office for September 2014. There were no further questions or objections regarding the Legal Status Report.

- **Operations**

Chairperson Rabbitt asked if there were any questions or objections to the Operations Reports for September 2014. The Chairperson spoke with Operations Director, Robert Corsini and told him he was doing a good job preparing for the winter season. There were no further questions or objections regarding the Operations Report.

- **Finance**

Chairperson Rabbitt asked if there were any questions or objections regarding the Finance Reports for September 2014. There were no further questions or objections regarding the Finance Report.

- o **Service Contract Log**

Chairperson Rabbitt asked if there were any questions or objections regarding the Service Contract Logs for September 2014. There were no further questions or objections.

- **Security**

Chairperson Rabbitt asked if there were any questions or objections regarding the Security Reports for September 2014. Commissioner Goulet discussed the security cameras available at 560 Prospect. Next, Security Director Jim Ruthowski discussed a handbag stolen

from St. Germain Manor. Director Vadnais said 560 Prospect is an issue. We have some security fixes that we have to do. Part of redevelopment is to get new cameras out there through lease or purchase. They should be state-of-the-art cameras and/or digital cameras. We will identify resources and we will do due diligence. Residents asked about security in smoking areas at 1:00 am in the morning. There are people on the streets at that time. Director Vadnais said to check the liability with legal staff and possibly put up signs “at your own risk”. Mr. Ruthowski noted that there are concerns with homeless rummaging through the chairs in the smoking area. The police department does come by and he suggested the residents open a dialogue with them. There were no further questions or objections.

- **Resident Services Report**

Chairperson Rabbitt asked if there were any questions or objections regarding the Resident Services Reports for September 2014. There were no further questions or objections.

Section 8 Monthly Reports

Chairperson Rabbitt asked if anyone had objections or questions to the Section 8 Monthly Reports for September 2014. There were no further questions or objections.

There being no additional comments, questions or concerns regarding the Consent Agenda, Chairperson Rabbitt asked that the

Consent Agenda for September 2014 be received and placed on file.

New Business

Resolutions none

Approval of Contract Extension

Chairperson Rabbitt asked for a motion to approve the Approval of Contract Extension between The Housing Authority of the City of Pawtucket and Housing Authority Services 2014. This one (1) year extension becomes effective October 17, 2014 and will expire on October 16, 2015.

A motion was made to Approval of Contract Extension between The Housing Authority of the City of Pawtucket and Housing Authority Services 2014. This one (1) year extension becomes effective October 17, 2014 and will expire on October 16, 2015 and was made by Commissioner Carrera and seconded by Commissioner Kelley with an affirmative roll call vote:

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet
Commissioner Kelley
Commissioner Ricci
Commissioner Roberge

**Receive and Place on File – Audited Financial Statement Year End
March 31, 2014**

Chairperson Kevin Rabbitt presented to the Board of Commissioners the Management’s Discussion & Analysis and Audited Financial Statement to be received and placed on file from Rector , Lofton and & Reeder, PC Financial Statements Year Ended March 31, 2014 of The Housing Authority of the City of Pawtucket.

Approval of Executive Minutes September 17, 2014

Chairperson Rabbitt asked for a motion to approve the Executive Minutes for September 17, 2014. A motion to approve the Executive Minutes of September 17, 2014 was made by Commissioner Carrera and seconded by Commissioner Goulet with an affirmative roll call vote:

Upon roll call the “Ayes” and “Nays” were as follows:

AYES	NAYS
Chairperson Rabbitt	
Vice Chairperson Nieves	Absent
Commissioner Carrera	

Commissioner Goulet
Commissioner Kelley
Commissioner Ricci
Commissioner Roberge

Approval of Union Negotiations – Update on Union Negotiations and Ratification of two (2) year contract 4/1/14 – 3/31/16 with Laborers Local Union No. 1217

Chairperson Rabbitt asked for a motion to approve the Ratification of a two (2) year contract 4/1/14 to 3/31/16. A motion to approve the Ratification of a two (2) year contract with Laborers Local Union No. 1271 was made by Commissioner Carrera and seconded by Commissioner Kelley with an affirmative roll call vote:

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet Abstain

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Old Business:

Adjournment:

There being no further business Chairperson Rabbitt made a motion to adjourn the Board of Commissioners October 22, 2014 meeting.

A motion to adjourn the Board of Commissioners October 22, 2014 meeting was made by Commissioner Carrera and seconded by Commissioner Kelley.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves Absent

Commissioner Carrera

Commissioner Goulet

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Adjournment at 7:25 P.M.